IAATO Checklist for Dockside Observation

**Dockside Yacht Observation – Part 3**

We hope that your season was successful and that this process of the dockside observer and checklists has aided in your own operation.

Please take the time to complete this document at the end of your season and also use it as a tool for continuous improvement as well as a means of providing feedback on your trip to IAATO.

Please email your completed evaluation to IAATO within three weeks of finishing your season.

Please submit by email to: ***jhaase@iaato.org***

Any additional documents or appendices can be sent to:

**By Fax:** +1 401 841 9704

**By Post**:

IAATO

50 South County Commons Way

Unit E-5B

South Kingstown, RI, 02879

USA

**Voyage Dates (embarkation and disembarkation):**

**Skipper/ Crew Name completing form**:

**Date of Report**:

**Name of Vessel**:

**Name of Tour Operator/Organizer**:

**Voyage sub-chartered to (if applicable)**:

**Name of Skipper**:

**Actual Itinerary/Expedition Travelled:**

Please attach the day-by-day itinerary. If the Post Visit Site Report was completed by the end of the voyage/flight/ expedition it can be appended to this report instead of describing the actual itinerary (please check with the Expedition Leader/Operations Manager).

**1. Vessel Operation**

**A. General**

**Were the IAATO Marine Wildlife Watching Guidelines used during the voyage? Any questions or issues encountered while implementing them?**

**Were all crew aware of the guidelines and could easily explain them to guests?**

**B. Safety and Contingency Planning**

**Which measures were put in place to ensure self-sufficient operations? In general, would you say that the principles of self-sufficiency and sound contingency planning were observed at all times?**

**What drills did you conduct prior to and during the trip?**

**Were any onboard drills scheduled that included damage control scenarios related to ice damage with control measures that considered the implications of cold weather environments? What were they?**

**Did you conduct a comprehensive briefing on safety issues, including the mandatory life raft safety drill, with all participants in attendance, and translated for non-English speaking participants? When was it conducted?**

**Did you explain to guests precautionary measures to prevent accidents during particularly difficult weather conditions and/ or the Drake Passage? If so what?**

**Did you explain what would be suitable clothing for different conditions during the voyage and landings?**

**Were safety briefings given at any other point during the voyage?**

**C. Sewage and Waste Management**

**Were crew and participants advised about the importance of sewage and waste minimization, and was instruction given to the participants about appropriate management practices? When was this given and what was explained to them?**

**Was food waste retained onboard until north of the convergence? If so, please describe how.**

**If not, how was food waste dealt with and were poultry products separated out from other food garbage?**

**At what point on the return passage was galley wastes discharged overboard? Was it above the Antarctic Convergence?**

**2. IAATO Standards and Regulations**

**A. Participants and Crew Briefings**

**Did you give the IAATO Safety and Conservation Briefing (PowerPoint and Animation presentation) given prior to landing participants in Antarctica? If not, why not? Please describe the briefing given?**

**Were copies of General Guidelines for Visitors (ATCM Resolution 3 (2011) ) or Visitor Guidelines (1994 - Recommendation XVIII-1) available to participants with this briefing?**

**Were copies of the guidelines provided to non-English speaking participants in one of the following additional languages? (Spanish, French, Italian, Dutch, German, Russian, Mandarin Chinese, Japanese)**

**B. Coordination of other vessels**

**Did you need to coordinate your movements with other vessels? By what means of communication was this carried out?**

**C. Pre-landing Action**

**Did you observe the ‘rest period’ for wildlife (usually from 2200-0400 hrs)?**

**How did you conduct a briefing or prior to landing to advise on the peculiarities of the site being visited, the expected conditions, possible boundaries, behavior around wildlife, and any other relevant safety and environmental issues?**

**D. Management Approach**

**Were Antarctic Treaty and IAATO Site Guidelines consulted and followed when planning the landings? Did any question arise from their use?**

**Did all the crew responsible for activities ashore demonstrate a good working knowledge of the ATCM Site Guidelines?**

**At the sites how did you delineate Closed Areas, Guided Walking Areas and Free Roaming Areas at sites with ATCM Site Guidelines for your guests? Or how were these areas communicated?**

**In general, how were the participants managed to ensure compliance with management plans, environmental conditions and safety practices if necessary?**

**Did you find there was a particularly effective way to manage the participants ashore organized by the crew? If so, please describe**.

**E. Biosecurity Measures**

**How were IAATO’s Boot and Clothing Decontamination Guidelines implemented?**

**Was there a briefing and a clothing check organized so that all precautions were taken to avoid the translocation of seeds and other organisms to and within Antarctica? Please describe the methods, protocols and equipment used to accomplish appropriate biosecurity?**

**Did participants clean their backpacks, camera bags, the tripods and clothing (particularly Velcro attachments and pockets) to avoid the possible translocation of diseases? When did this occur?**

**Was there a thorough cleaning of all gear - full boot and clothing decontamination incl. vacuuming - done between distinct regions (e.g. South Georgia and Antarctica)?**

**Was Virkon used as disinfecting solution, and if not, what alternative was used?**

**F. Activities Ashore**

**Please review the General Guidelines for Visitors (ATCM Resolution 3 (2011) ) or Visitor Guidelines (1994 - Recommendation XVIII-1) Do you feel you were able to comply with them during the voyage? What challenges arose?**

**Did a member of the crew or skipper join the participants ashore on a regular basis? If not, why not and how were the guests supervised?**

**Did you provide any additional educational information for the participants? If so in what form?**

**G. Safety Ashore**

**During the briefings ashore, was attention also paid to safety aspects and possible hazards? Please give some examples.**

**In general, would you say that participants were well supervised by the crew at all times?**

**Was there emergency equipment available in the Zodiacs or other landing craft, as well as ashore? If so, please include a list of the contents, how stored and landed.**

**Were all crew members equipped with VHF radios, and capable of contact at all times?**

**After each landing, did you ensure that all participants had returned to the ship or land-based facility? How were passengers accounted for?**

**H. Landing Craft Operations**

**Were instructions given to the participants on how to use small boats or other landing craft safely? If so, what instructions were given?**

**Were all participants required to wear a Personal Flotation Device (PFD) when in the landing crafts?**

**Was the crew driving the landing craft qualified, and respectful of wildlife? Were IAATO Marine Wildlife Watching Guidelines observed at all times? Where there any unusual encounters?**

**Review the IAATO Guidelines for small boat activities in the vicinity of ice. Were you able to follow these? Did any questions or challenges arise?**

**In general, would you say that landing craft operations were organized safely and efficiently at all times? Did you encounter any surprises or issues?**

**I. Compliance with Standard Procedures for Station Visits**

**Were Antarctic Research Stations visited? If so which?**

**Did you ever have to cancel a visit? If so how and when was this done?**

**Did you explain to guests the importance of not letting visits ashore interfere with Antarctic scientific work?**

**J. Other Activities**

**Were there other types of activities conducted, such as helicopter flights, kayaking, scuba diving, mountaineering or camping? If so, please describe.**

**Were these organized safely and efficiently at all times? Please give a short description.**

**If a flight was conducted by Helicopter, please attach a flight plan from the trip/ season.**

**3. Other Observations and Recommendations**

**Did any incidents arise during the season? If so to whom were they reported?**

**Please elaborate on any other comments or recommendations now that your first trip is complete.**

**Thank you for your time. If you have any follow up questions regarding general field operations please contact IAATO.**